

University of Birmingham External Examiner Report Questions for Academic Year: 2021-22

This document lists the questions contained in the on-line external examiners report and may be useful to those who would like to consider their answers in advance of completing the report.

External Examiners will be sent a specific link to their on-line report prior to their reporting deadline. Word versions of the report will not be accepted unless specifically requested.

Standard deadlines for submission are:

- 10th July (for undergraduate programmes) or
- 9th November (for postgraduate taught programmes)

If external examiners have not received a link to their specific on-line report six weeks before their report deadline, or have any queries regarding the completion of their report, please contact externalexaminers@contacts.bham.ac.uk.

Question 1 – Programme / Curriculum

(Reference: [Code of Practice on External Examining](#), section 3)

1a	Did you receive programme handbook(s) including learning outcomes?
1b	Did you receive module descriptions including learning outcomes?
1c	Did you receive all of the assessment briefs/marketing criteria that you were expecting to receive?
1d	Overall, did you receive sufficient evidence to enable your role to be fulfilled?
1e	Do the programme learning outcomes align with relevant level descriptors in the QAA FHEQ ¹ and any applicable subject benchmarks?
1f	Overall, is/are the programme(s) coherent?
1g	Are there any curriculum issues (in terms of currency or PSRB ² requirements, if applicable) that you wish to bring to the University's attention?
1h	If applicable to your external examiner portfolio, did you receive information to allow you to scrutinise the appropriate programmes in Dubai?
1i	If applicable to your external examiner portfolio, did you receive information to allow you to scrutinise Apprenticeship programme(s)? This should include the Apprenticeship Standard and Apprenticeship Assessment Plan.
1h	If applicable to your external examiner portfolio, does the teaching and learning fully cover the knowledge, skills and behaviours set out in the Apprenticeship Standard?
<p>Comments</p> <p><i>Please elaborate on your responses to the above questions (as appropriate).</i></p>	

¹ Framework for Higher Education Qualifications

² Professional, Statutory and Regulatory Body

Question 2 – Assessment (Reference: [Code of Practice on External Examining](#): Section 5.6)

2a	Did you receive all the necessary draft assessments ³ for comment that you were expecting to receive?
2b	Were the nature and level of the questions appropriate?
2c	Were suitable arrangements made to provide feedback on your comments?
2d	If applicable to your external examiner portfolio, is it clear where elements of assessment within modules are linked to the occupation and the End Point Assessment (using the Apprenticeship Assessment Plan)?
2e	If applicable to your external examiner portfolio, were the assessments in Dubai appropriate, and for those programmes that have an equivalent version delivered in Dubai and Edgbaston, were the assessments comparable?
<p>Comments</p> <p><i>Please elaborate on your responses to the above questions (as appropriate). We would also welcome comments on:</i></p> <ul style="list-style-type: none">• <i>the rigour and appropriateness of the methods of assessment used in relation to the levels of study and the stated learning outcomes;</i>• <i>the comparability of assessment (e.g. method of assessment or assessment load) in modules of the same level.</i>	

(References: [Code of Practice on Taught Programme and Module Assessment and feedback](#): Section 5 and [Code of Practice on External Examining](#): Section 5)

3a	Did you receive a sufficient number of scripts for your scrutiny?
3b	Did you consider the standard of marking and moderation procedures to be appropriate and consistently applied?
3c	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?
3d	Were the marking criteria used suitable?
3e	If applicable, were the supplied model answers and/or other information appropriate?
<p>Comments</p> <p><i>Please elaborate on your responses to the above questions (as appropriate)</i></p>	

Question 4 - Award

(The University's [Code of Practice on External Examining](#) (section 6) requires all external examiners to have attended the relevant Board of Examiners' meeting(s) as agreed with the School.)

4a	Were you invited to attend the relevant (in-person or virtual) Board of Examiners' meeting(s)?
4b	Were you able to attend the meeting(s)?
4c	If you attended, was/were the meeting(s) conducted to your satisfaction?

³ 'Draft assessments' refers to exam papers and essay questions (not including drafts of the additional assessments and bridging coursework set as a result of the Emergency Frameworks for Assessment and Progression)

4d	If you were unable to attend in-person or virtually, were you consulted via other means?
4e	Were you satisfied with the recommendations of the Board of Examiners, including the degree classifications awarded for each student (following a review of each student's marks distribution)?
<p>Section 4 Comments (on the equity of procedures)</p> <p><i>Please elaborate on your responses to the above questions (as appropriate). We would also welcome comments on the equity of procedures at the Board of Examiners' meeting(s) in relation to the following (particularly in the context of the application of the University's 'Assessment Frameworks for 2021-22' for Undergraduate and Postgraduate Taught Students):</i></p> <ul style="list-style-type: none"> • <i>consideration of candidates affected by extenuating circumstances;</i> • <i>matters of academic integrity (e.g. plagiarism cases);</i> • <i>borderline candidates.</i> 	
<p>Section 4 Comments (on academic standards and the achievements of students)</p> <p><i>In the context of the University's 'Assessment Frameworks for 2021-22' for Undergraduate and Postgraduate Taught Students, please comment on:</i></p> <ul style="list-style-type: none"> • <i>the overall academic standards and the achievements of students (e.g. proportion of 1st/2(i)/2(ii), etc. for UG programmes, or proportion of Pass/Merit/Distinction awards for PGT programmes);</i> • <i>whether academic standards have been maintained;</i> • <i>if there are any significant differences in the achievement of students from the previous year, and in comparison with other higher education institutions of which you have experience.</i> 	
<p>Section 4 Comments (Dubai or Apprenticeships – comments on comparability across different cohorts)</p> <p><i>If you also examine an equivalent programme(s) delivered at our University of Birmingham Campus in Dubai, or as an Apprenticeship, please comment on the comparability of quality, standards and achievements across the different cohorts.</i></p>	

Question 5 – Students

(The University's [Code of Practice on External Examining](#) (section 9) states that external examiners should be provided with the opportunity to meet groups of students informally to gather their views of the programme. It is expected that external examiners will accept this invitation to meet with students at least once during their appointment..)

5a	Were you offered the opportunity to meet (in-person or virtually) with a representative group of students? <i>(This includes students from the Dubai campus and Apprenticeship programme(s) where applicable.)</i>
5b	If a (in-person or virtual) meeting was offered, were you able to attend the meeting?
5c	If you were able to attend the (in-person or virtual) meeting, how many students were present?

Section 5 Comments (in context of the student experience)

Please comment on any issues arising from this meeting (or any other issue related to the student experience arising from another source) you wish to communicate to the School. This may include comment on the following (not exhaustive):

- Assessment scheduling / load
- Feedback on assessment
- Academic tutorial support
- Curriculum issues (e.g. module choice and equality of access)
- Support from the University (and support in the workplace, where applicable)
- The experiences of:
 - Distance learning students
 - International or direct entry students
 - Joint honours or major/minor students
 - Students on collaborative programmes
 - Students on a placement
 - Students at the Dubai campus
 - Students on Apprenticeship programmes

Question 6 - Enhancement of Provision

(Reference: [Code of Practice on External Examining](#), section 4)

6a	Are there any particular strengths or distinctive or innovative features in relation to learning, teaching and assessment that would be worth bringing to the attention of others within the University?
6b	Do you have any suggestion to enhance the quality of learning opportunities provided to students of the programme(s)?

Question 7 – Further comments

7a	Are there any recurring issues that you feel have not been addressed satisfactorily since the previous academic session?
7b	Are there any comments you wish to make to the School and/or the University that have not already been covered elsewhere in this report form?
7c	<u>If you are in the final year of your appointment</u> , we would welcome any comments that you might have regarding your overall experience as external examiner for the University.